

Summary
Communications Topic Group Conference Call
April 19, 2001

Participants: Patricia Armijo (DOE/NTPA), Nancy Bennett (T-REX), Debbie Cohen (NSC), Audrey Eidelman (ECA), Beth Farrell Hale (SAIC), Wilda Portner (SAIC)

<u>Action Item</u>	<u>Responsible Party</u>
Develop ideas for distribution of information products before next call/meeting.	P. Armijo
Update NTP information product status report before next call/meeting.	W. Portner
Complete comment response matrix for Low-Level Waste Guide.	M. Crosland
Incorporate comments received on Local Government Network Presentation and update slides (5/1/01).	W. Portner
Develop comment response matrix for comments received on Motor Carrier Evaluation Program fact sheet and update fact sheet (5/15/01).	W. Portner

Summary

Schedule conflicts prevented participation by the majority of group members in this conference call and it will be rescheduled. Patricia Armijo quickly ran through the agenda.

Patricia Armijo and Beth Farrell Hale will be taking a look at the draft Best Practices document over the next couple of weeks and will provide comments to Lisa Sattler.

Martha Crosland (DOE/EM) has the Low-Level Waste Guide comment matrix and will be preparing DOE responses to the comments received. The comment matrix will be available at that time.

The comment deadline for the Motor Carrier Evaluation Program fact sheet has ended. Wilda Portner will compile a comment response matrix, meet with NTP staff, and update the fact sheet in the next couple of weeks.

Patricia Armijo reported that the NTP Web site revision is underway. The web site is intended to serve as a clearinghouse of information products and link the user to other transportation-related Web sites. NTP plans to have a final product for the July TEC meeting in Cincinnati.

Patricia Armijo asked Nancy Bennett, Debbie Cohen, and Audrey Eidelman for comments on the distribution matrix for the group's information products. Nancy indicated she believes the audiences have been well targeted and the next step is the issue of marketing. Audrey and Debbie both agreed with Nancy's findings. Patricia reflected that some of the items could be packaged together and sent out under a memorandum, while others can be loaded on the NTP and T-REX Web sites. She noted it is important to let potential users know where the information products can be accessed and Beth Farrell Hale suggested locating hard copies in a central location such as the T-REX at the University of New Mexico. Patricia committed herself to come up with some ideas for distribution to present to the group on the next call or at the next meeting.

Wilda Portner agreed to update the NTP information product status report over the next couple of weeks so the group is made aware when the fact sheets are loaded on the NTP Web site. She also suggested group members keep an eye on the site to see when new items are made available on the Web by NTP.

A date and time for the next call will be arranged at a later date.